

PAG – SEMESTER CLOSE-OUT Spring 2012 – FR-JR

Process Steps	Details
Step 1: Follow deadlines	<ul style="list-style-type: none"> ➤ Sure failures due Mon. 5/14 -include both QT. grades & comments to help counselor determine placement ➤ Failures due Fri. 6/1 at 8:00 A.M. from Thurs. finals and again at 2:30 P.M. for Friday finals ➤ Check dates/times of finals ➤ Check deadline for close of Skyward & for grades to be submitted.
Step 2: Determine who must take finals Post list in your room to notify students on/before 5/30! Take attendance each hour of final exams	<ul style="list-style-type: none"> ➤ 3 tardies to your class, 9 cumulative tardies, <u>more than 3 absences</u>(<u>field trips/funerals do not count</u>), 1 skip, F for either quarter, transfer student after first 3 days of sem. , or absent on MAD ➤ Post list in room to notify students & revise as Needed, especially as a result of Mandatory Attendance Day – 5/30! ➤ Your record is law. (Skyward absences may differ from your own record.) ➤ Email (deans' office) attendance of those required to take the final. -include both quarter grades ➤ Thurs., 5/31 → EB 1, 2, 3 – Fri., 6/1 → 4, 5, 6 ➤ Students <u>must stay the entire time</u>, even if finished early! If they leave early, the final grade is an F. (See <u>no show details</u>) ➤ Students only attend the finals necessary; other times they should be in the cafeteria or off campus
Step 3: Use nine-weeks-tests as framework for final exams	<ul style="list-style-type: none"> ➤ Plan review activities. -crossword puzzles, interactive games, group review sessions, etc.
Step 4: Figure grades NO SHOW for FINALS?	<ul style="list-style-type: none"> ➤ Check your skyward settings: 40/40/20 ➤ Only count final exam grades that help students who opted to take the exam. ➤ Double check both quarter grades for rounding purposes. ➤ Mark comment #16 on grade posting. ➤ Grade for exam 0%, grade for semester 1%
Step 5: Double check grades &	<ul style="list-style-type: none"> ➤ Print 2 copies: one to submit to the principal's

print proof sheets	office and one for your record. ➤Print semester grade book to submit also ➤ Due Fri., 6/1 by 4 P.M.
Step 6: Plan for next year	➤Submit copies to the office. -classroom expectations/procedures -syllabus -icebreaker materials
Step 7: Wrap up all “business”	➤Collect all textbooks and update finalized list ➤Finish all parent conferences, homebound issues, incomplete finals, etc.
Step 8: Checkout for summer	➤Complete closing per your dept. chair ➤ Complete checklist in packet